

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

July 1, 2003

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**FROM: THOMAS R. LAURIN, DIRECTOR  
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**

**SUBJECT: CONTRACT WITH HIGHLAND DISTRICT COUNCIL ON AGING, INC., TO  
PROVIDE SENIOR SERVICES**

**RECOMMENDATION:** Approve contract with Highland District Council on Aging, Inc., a non-profit organization, in the amount of \$33,000 to provide social, health, and transportation services to senior citizens who reside in the City of Highland and other County CDBG participating communities in the Third Supervisorial District, for the period of July 1, 2003 through June 30, 2004.

**BACKGROUND INFORMATION:** Each year the County receives an entitlement grant under the Community Development Block Grant (CDBG) program to allow the funding of activities that benefit low-and moderate-income persons. During the preparation of the County's annual CDBG program application, interested groups, including the community-based organizations, submit applications to receive funding on specific projects. After an initial evaluation by ECD concerning CDBG program eligibility, project proposals are submitted to the Board of Supervisors for funding consideration. The list of approved project proposals is submitted to the U.S. Department of Housing and Urban Development (HUD) in the form of an annual CDBG Action Plan under the County's five-year Consolidated Plan.

On April 15, 2003, the County Board of Supervisors approved the 2000-2005 Consolidated Plan and the 2003-2004 Action Plan, and as part of that Action Plan, allocated \$33,000 of CDBG funds to provide services to qualifying senior citizens who reside in the City of Highland and other County CDBG participating communities in the Third Supervisorial District. Under this contract, approximately 3,500 low- and moderate-income seniors will receive social, health, and transportation services. The contract specifies the terms and assurances necessary for compliance with the County requirements and CDBG regulations. The CDBG funding represents approximately 23% of the Highland District Council on Aging budget for providing these services. The Highland District Council on Aging has successfully provided these services using CDBG funds since FY 1993-94.

**REVIEW BY OTHERS:** The contract was reviewed and approved by the County Administrative Office, Patricia M. Cole, Administrative Analyst III on June 22, 2003; and the Deputy County Counsel, W. Andrew Hartzell on June 24, 2003; and the Department of Economic and Community Development's Contract Compliance Designee, David Larsen on June 24, 2003; and the Land Use Services Department, Paul Tavares on June 24, 2003.

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Record of Action of the Board of Supervisors

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FINANCIAL IMPACT: CDBG funds in the amount of \$33,000 have been allocated to this project and included in the Department's fiscal year 2003-04 budget (SBA-ECD-PROJ). This action has no effect on the County General Fund.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with the department's proposal and recommends this action based on this contract being fully funded by CDBG federal funds for fiscal year 2003-04.

SUPERVISORIAL DISTRICT(S): 3<sup>rd</sup>.

PRESENTER: Thomas R. Laurin, Director, 388-0808.

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